

CONFIDENTIAL

17 July 1974

MEMORANDUM FOR: Chiefs of Support, Area Divisions

SUBJECT: Review of Credit Union Statements

1. Credit Union statements for the quarter ending 30 June 1974 have recently been sent to you for distribution.

2. Monitoring of statements of field personnel for the quarter ending 31 March made it clear that many statements had been improperly prepared. There were many examples of statements prepared in true name instead of pseudonym, of statements prepared in pseudonym but on an unclassified statement form, of statements prepared in the pseudonym of the Credit Union member but containing component symbols, room numbers, or other identifying information. While some Divisions did a better job than others in detecting and correcting the security deficiencies, in total only about 20% of the errors were corrected by the Divisions. Since the 30 June statements will be reviewed only by the Divisions, you are requested to make certain that the persons who review them know what they are supposed to look out for and do a good job. Reviewing personnel should understand that statements for field personnel must be in pseudonym, must be classified Confidential, must be devoid of any information identifying them with the Agency, and must be enclosed in plain envelopes classified Confidential.

3. Instructions for handling the statements are as follows:

a. Separate statements into (1) those for personnel at Headquarters and (2) those for personnel in the field or under nonofficial cover.

b. Deliver statements to Headquarters personnel. (Be sure these are in plain envelopes, not in envelopes marked "Northwest Federal Credit Union" (see item c(4) below) since some recipients may be under cover.)

c. Sort statements for field personnel by station/base. Check these statements in accordance with the following:

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(1) Be sure all statements are in pseudonym. If any statement is in true name, it must be removed from the envelope, the true name excised (marking it out is not sufficient), and the pseudonym substituted. The classification Confidential must be stamped on the statement, which should then be put in a new envelope. (Extra envelopes are available from DDO/PC.)

(2) Be sure all statements carry the classification Confidential. (Because of deficiencies in the system, a goodly number of statements are prepared in pseudonym but on unclassified statements.) The presence or absence of a classification on the statement can be detected by holding the envelope containing the statement up to a desk lamp. If a statement does not carry a classification, remove it from the envelope, stamp it with the classification Confidential, and put it in a new envelope.

(3) Be sure all envelopes are classified Confidential.

(4) Be sure all envelopes are plain, being marked only with the classification and the notation "Personal." (Envelopes marked "Northwest Federal Credit Union" were mistakenly used for some of the 30 June statements; if there are any of these among the group for your Division, destroy them and substitute new, plain envelopes.)

(5) A number of the 31 March statements contained Headquarters references such as the symbol of the Division and a room number in the Headquarters Building. (The Credit Union is in the process of checking its records to remove such references so they will not be reproduced on quarterly statements, but the job has not been completed.) If any of the statements for your Division contain such a reference, the reference should be excised and the statement put in a new envelope.

(6) Quite often in the past, reviewers have written the employee's branch or division and its room number on the envelope. This was done often, but not only, in the case of employees transferred to some other component. Such notations are not to be made on the envelopes since they identify the statements with the Agency. If an envelope bearing such a reference is received, the statement should be removed and put in a new envelope.

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d. The transmittal for statements of field personnel should include the statement "See Book Dispatch 8497" or the statement should be added to the individual envelopes.

e. Statements for personnel under nonofficial cover should be handled as follows:

(1) It is preferred that statements for personnel in the field not be forwarded. They can either be destroyed or be held pending the individual's return, at which time they can be shown to him and destroyed. If a statement for an employee under nonofficial cover is forwarded, it must be reviewed carefully to be sure it meets the requirements of para. c. above.

(2) In the case of statements for personnel in the Headquarters area, the statement is not to be left with the individual; instead he should merely be shown the statement, after which it should be brought back to Headquarters and destroyed.

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Special Support Assistant to the DD/M&S

cc: Chief, OC Admin

DISPATCH

Approved For Release 2001/08/31 : CIA-RDP78-04722A000300030040-8  
CLASSIFICATION  
S-E-C-R-E-T

PROCESSING ACTION

MARKED FOR INDEXING

TO

Chiefs of Station and Base

X

NO INDEXING REQUIRED

INFO.

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

FROM

Chief, [REDACTED]

MICROFILM

SUBJECT

Quarterly Credit Union Statements

ACTION REQUIRED - REFERENCES

1. Forwarded under separate cover are Credit Union statements for the quarter ending 30 June 1972 for personnel assigned to your station or base. Instructions for handling these statements are given below.

2. Although the statements do not refer by name to the Credit Union, they are by this very fact distinctive. For reasons of cover and security, therefore, the statements are not to be removed from the station or base. Within the station or base, they are not to be left out where they may be seen by non-Organization personnel but are to be stored in a safe as long as they are retained. When no longer needed, both the statements and the envelopes are to be destroyed as classified waste.

3. If a statement is received for an employee under nonofficial or other sensitive cover, pertinent information may be extracted to show to the employee, after which the extract should be brought back to the station or base. The statement itself is not to be removed from the station or base.

4. As an additional security measure, arrangements have been made to have all Credit Union statements for field personnel prepared in pseudonym and classified in the future (probably beginning with statements for the quarter ending 30 September 1972). Additional information in this regard will be provided later.

5. Will you please ensure that personnel under your jurisdiction comply with the instructions in paragraphs 2 and 3 above?

Attachments USC

EX-2  
APDIR  
WN-SISM

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CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

Book Dispatch 8497

HQS FILE NUMBER

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CLASSIFICATION  
S-E-C-R-E-T

7 Aug 1972

# MISSING PAGE

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment missing

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